

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: PC Replacement Cycle	
Policy Number: CUP 07	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

This policy applies to personal computers attached to the state network and personal computers needing to fully participate in the information technology enterprise.

POLICY:

Every personal computer will be replaced with a new computer a minimum of once every four years.

PROCEDURE:

At the time of purchase, the new computer must meet the minimum level of technology set by the Department of Administration's Information Services Division (ISD) for new personal computer purchases. The minimum level of technology for new personal computer purchases will be based on contractual agreements as well as input from the Information Technology Managers Council (ITMC). The current minimum level will be reviewed at least once a year and will always be located on ISD's web site.

ISD support is structured around the four-year replacement cycle. The highest level of support is provided for software and hardware less than four years old.

Changing business practices, new technology, and new software applications often dictate the level of technology necessary for personal computers. These factors often force a more frequent replacement cycle than once every four years for employees affected by the changing business practices or those using the new technology or software. Before a major change in systems or applications is adopted, careful consideration should be given to any corresponding change in hardware requirements.

Revisions: _____

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